

**Notice of Meeting for the
Strategic Partnerships for Community Services Advisory Board
of the City of Georgetown
August 6, 2020 at 9:00 AM
at Virtual**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Consistent with Governor Greg Abbott's suspension of various provisions of the Open Meetings Act, effective August 1, 2020 and until further notice, to reduce the chance of COVID-19 transmission, all City of Georgetown Advisory Board meetings will be held virtually. Public comment will be allowed via teleconference; no one will be allowed to appear in person.

[Join Microsoft Teams Meeting](#)

+1 512-672-8405 United States, Austin (Toll)

Conference ID: 693 744 129#

Citizen comments are accepted in three different formats:

1. Submit written comments to shirley.rinn@georgetown.org by 5:00 p.m. the day before the date of the meeting and the Recording Secretary will read your comments into the recording during the item that is being discussed.
2. Log onto the meeting at the link above and "raise your hand" during the item.
3. Use your home/mobile phone to call the toll-free number.

To join a Teams meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on the "Raise your Hand" option at the bottom of the Teams meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again.

Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in you being immediately removed from the meeting.

B Roll Call --Jaquita Wilson, SPCS Advisory Board Chair

C Call to Order--Jaquita Wilson, SPCS Advisory Board Chair

- D Consideration and possible action to approve the Minutes from the June 15, 2020 SPCS Advisory Board Meeting—Michael Douglas, SPCS Board Secretary
- E Discussion and possible action regarding the allocation recommendations to be made to the City Council for funding of the Strategic Partnerships for Community Services (SPCS) Grants for FY 2020-21—Jaquita Wilson, SPCS Advisory Board Chair
- F Adjourn

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2020, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Strategic Partnerships for Community Services
August 6, 2020

SUBJECT:

Consideration and possible action to approve the Minutes from the June 15, 2020 SPCS Advisory Board Meeting—Michael Douglas, SPCS Board Secretary

ITEM SUMMARY:

ATTACHMENTS:

1. Draft Minutes for the June 15, 2020 SPCS Advisory Board Meeting.

FINANCIAL IMPACT:

None

SUBMITTED BY:

Shirley J. Rinn for Michael Douglas, SPCS Advisory Board Chair

ATTACHMENTS:

Description		Type
	DRAFT Minutes	Backup Material

**Minutes of the Meeting of the
Strategic Partnerships for Community Services Advisory Board
City of Georgetown, Texas
June 15, 2020**

The Strategic Partnerships for Community Services Advisory Board of the City of Georgetown, Texas, met on Monday, June 15, 2020 at 9:36 a.m.

Members Present: Jaquita Wilson, Michael Douglas, Natalia Ornelas, Jerry Haecker, Stacy Mading Members Absent: Staff Present: Shirley J. Rinn, Executive Assistant to the City Manager
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MINUTES

A. Roll Call --Jaquita Wilson, SPCS Advisory Board Chair

All members were present, as well as staff liaison, Shirley Rinn.

B. Call to Order--Jaquita Wilson, SPCS Advisory Board Chair

The meeting was called to order by President, Jaquita Wilson, at 9:36 a.m.

C. Welcome and Introduction of New Board Members – Jaquita Wilson, SPCS Advisory Board Chair

Introductions were made by everyone to the Advisory Board's new member, Stacy Mading.

D. Nominations and election of Vice-Chair and Secretary of the SPCS Advisory Board. – Jaquita Wilson, SPCS Advisory Board Chair

Motion by Douglas, second by Wilson to nominate and elect Natalia Ornales as Vice Chair.
Approved 5-0

Motion by Mading, second by Haecker to nominate and elect Michael Douglas as Secretary.
Approved 5-0

E. Review and discussion regarding the By-Laws for the Strategic Partnerships for Community Services and the City Council Attendance Policy for Board Members--Jaquita Wilson, SPCS Advisory Board Chair and Shirley Rinn, Board Liaison

Rinn provided an overview of the By-Laws for the Strategic Partnerships for Community Services Advisory Board and the City Council Attendance Policy for Board Members.

F. Consideration and possible action to approve the Minutes from the December 12, 2019 SPCS Advisory Board Meeting—Jaquita Wilson, Advisory Board Chair

Motion by Wilson, second by Douglas to approve the Minutes from the December 12, 2019 SPCS Advisory Board Meeting. **Approved 5-0**

- G. Discussion and possible action to review all of the Strategic Partnerships for Community Services Grant Applications that were received for FY 2020-21 for completeness -- Jaquita Wilson, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

Rinn let the Advisory Board know that the City received 26 applications requesting \$843,603 and that there is \$400,049 available in the proposed FY 2020-21 budget to disburse. She let the Board know that the following agencies applied for funding:

- | | |
|------------------------------------|--|
| 1. A Gift of Time Adult Daycare | 14. Habitat for Humanity for Williamson County |
| 2. Annunciation Maternity Home | 15. Literacy Council of Williamson County |
| 3. Backpack Buddies | 16. The Locker |
| 4. BIG (Brookwood in Georgetown) | 17. Lone Star Circle of Care |
| 5. Boys & Girls Club of Georgetown | 18. Messiah Echad |
| 6. CASA of Williamson County | 19. Opportunities for Williamson & Burnet Counties, Inc. |
| 7. Faith in Action | 20. R.O.C.K. (Ride on Center for Kids) |
| 8. Girls Empowerment Network (GEN) | 21. Sacred Heart Community Clinic |
| 9. Georgetown Palace Theater | 22. Stonehaven Senior Center |
| 10. Georgetown Caring Place | 23. Samaritan Center for Counseling and Pastoral Care |
| 11. Georgetown Project | 24. Texas Science Education Foundation |
| 12. Georgetown Family YMCA | 25. Williams County Crisis Center dba Hope Alliance |
| 13. Family Independence Initiative | 26. Williamson County Children's Advocacy Center |

It was noted that the checklist for the Grant Applications needs to be the first page of the application. Rinn told the Board she would make that modification to the Grant Application.

The Advisory Board reviewed all of the grant applications for completeness and determined that there were quite few of the grant applications that were incomplete. After some discussion, the Advisory Board determined that due to the unprecedented pressures that COVID-19 has placed on the community's non-profit organizations, the City should provide each of them the opportunity to provide the missing information by June 18, 2020. Rinn will follow up with each of the agencies and let them know what they are missing in their grant applications and the deadline for them to get the documentation to the City to complete their applications. The following chart includes the status of each agencies grant application and whether or not it is complete or is missing information:

ORGANIZATION NAME	SUPPLEMENTAL DOCUMENTATION
<i>A Gift of Time Adult Daycare</i>	<i>Missing Form 990</i>
<i>Annunciation Maternity Home</i>	<i>Provided a Program Budget</i>
<i>Backpack Buddies</i>	<i>Application Complete</i>
<i>BIG (Brookwood in Georgetown)</i>	<i>Missing list of Board of Directors Missing Actual Budget for FY 2018-19</i>
<i>Boys & Girls Club of Georgetown</i>	<i>Application Complete</i>
<i>CASA of Williamson County</i>	<i>Application Complete</i>
<i>Faith in Action</i>	<i>Application Complete</i>
<i>Family Independence Initiative</i>	<i>Application Complete</i>
<i>Girls Empowerment Network</i>	<i>Provided 2018 Form 990</i>

ORGANIZATION NAME	SUPPLEMENTAL DOCUMENTATION
Georgetown Caring Place	Program Budget missing.
Georgetown Family YMCA	Missing key staff list
Georgetown Palace Theater	Missing information related to current and previous grants received from the City Missing the organizations 501(C)3 Determination Letter Missing GISD approval letter Missing 2018 Form 990 Need to confirm that the Financial Audit included in Grant Application is the most current
Georgetown Project	Application Complete
Habitat for Humanity of Williamson County	Application Complete
Literacy Council of Williamson County	Application Complete
Lone Star Circle of Care	The 2017 Form 990 is the most recent. Provided an e-mail outlining the timing of their fiscal year and how it impacts the filling of their Form 990
Messiah Echad	Confirm if 2017 Form 990 is the most current Missing Key Staff list Need current year financials
Opportunities for Williamson & Burnet Counties, Inc. (OWBC)	Missing 2018 Form 990 Missing Program Budget
R.O.C.K. (Ride on Center for Kids)	Application Complete
Sacred Heart Community Clinic	Missing 2019 Financial Audit I and Form 990.
Samaritan Center for Counseling & Pastoral Care	Missing YTD Financials
Stonehaven Senior Center	Application Complete
Texas Science Education Foundation	Application Complete
The Locker	Missing GISD Approval Letter
Williamson County Children's Advocacy Center	Confirm whether the 2017 Form 990 is the most recent
Williamson County Crisis Center dba Hope Alliance	Application Complete

- H. Discussion and possible action regarding the process for reviewing the Strategic Partnerships for Community Services Grant Applications that were received for the FY 2020-21 Grant Cycle--Jaquita Wilson, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

The Advisory Board agreed that it would like to use the same process that was used last fiscal year, whereby each board member would be responsible for 4 or 5 Grant Applications to review and then they would come back as a group to vet the all of the applications as a group to make funding recommendations to the City Council. Rinn randomly distributed the grant applications to each board member, ensuring they did not receive an application where there may be a conflict of interest. The grant applications were dispersed as follows:

Jaquita Wilson	Natalia Ornelas	Stacy Mading	Michael Douglas	Jerry Haecker
Boys & Girls Club	Samaritan Center	Palace Theater	A Gift of Time Adult Daycare	Williamson County Advocacy Center
Georgetown Project	CASA of Williamson County	Opportunities for Williamson and Burnet Counties, Inc.	Stonehaven	Family Independence Initiative
The Locker	Hope Alliance	Backpack Buddies	Faith in Action	Habitat for Humanity
Georgetown Family YMCA	Sacred Heart Community Clinic	Literacy Council	BIG (Brookwood in Georgetown)	The Caring Place
Girls Empowerment Network	R.O.C.K. (Ride on Center for Kids)	Messiah Echad	Lonestar Circle of Care	Annunciation Maternity Home
Texas Science Education Foundation				

- I. Discussion and possible action related to review of the Annual Reports submitted by Agencies who received SPCS Grants in FY 2017-18-- Jaquita Wilson, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

Rinn told the Board that the FY 2017-18 Annual Report notebooks and Summary Report had not yet been completed. She apologized to the Advisory Board for notebooks not being ready for their review. She told them that agencies have submitted their information, but due to the impacts on city operations because of COVID-19, she just had not been able to get them completed yet. She indicated that she would get them to the Board so they could review them along with their grant application review.

- J. Consideration and possible action to set any future dates and times for Strategic Partnerships for Community Services Advisory Board Meetings--Jaquita Wilson, SPCS Advisory Board Chair

The next meeting date will be on Thursday, August 6, 2020 at 9:00 a.m. The Advisory Boards funding recommendations will be presented to the City Council on August 11, 2020.

Adjournment

Motion by Wilson, second by Douglas to adjourn. Meeting was adjourned at 11:28 a.m.

Attest:

Michael Douglas, Board Secretary

Jaquita Wilson, Board Chair

City of Georgetown, Texas
Strategic Partnerships for Community Services
August 6, 2020

SUBJECT:

Discussion and possible action regarding the allocation recommendations to be made to the City Council for funding of the Strategic Partnerships for Community Services (SPCS) Grants for FY 2020-21—
Jaquita Wilson, SPCS Advisory Board Chair

ITEM SUMMARY:

The Strategic Partnerships for Community Services Advisory Board Members were provided copies of the grant applications that were received by the City for the FY 2020-21 grant cycle, a copy of the Grant Funding Policy and Guidelines for FY 20-21, and an Evaluation Tool for each grant application for the Board Members to review and analyze in preparation for the group discussion and deliberation regarding final allocation recommendations to the City Council.

As part of the review and discussion, each Board Member will disclose any conflicts of interests they may have with regard to any of the agencies that applied for funding.

FINANCIAL IMPACT:

The Funding for Strategic Partnerships for Community Services is allocated in the proposed FY 2020-21 Budget.

SUBMITTED BY:

Shirley J. Rinn for Jaquita Wilson, SPCS Advisory Board Chair